

# **DESIGN REVIEW APPLICATION**



# TOWN OF BROOKFIELD

Activity # \_\_\_\_\_

## APPLICATION FOR DESIGN REVIEW

APPLICATION DATE: \_\_\_\_\_

PROPERTY I.D. # \_\_\_\_\_

### APPLICANT/AGENT:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

### LANDOWNER OF RECORD:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

### Site Data

Street Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Project/Business Name: \_\_\_\_\_  
Project Description: \_\_\_\_\_

Permitted Use Classification: (From Tables in Regs) \_\_\_\_\_

No. of Employees:	<input type="text"/>	Fuel Tank Gals:	<input type="text"/>	Flood Plain Desig.:	<input type="text"/>
No. Parking Spaces Assigned:	<input type="text"/>	Fire Tank Gals.:	<input type="text"/>	Municipal Sewer:	<input type="text"/>
Steep Slopes:	<input type="text"/>	Fences Walls:	<input type="text"/>	No. Const. Phases:	<input type="text"/>
Adjacent to Res Dist.	<input type="text"/>	Soil Types:	<input type="text"/>		

### Impervious Surfaces

Acres: \_\_\_\_\_ Lot Size: (Multiply acres by 43,560 sq. ft) = Square Feet: \_\_\_\_\_

### INSTRUCTIONS

1. Enter FIRST FLOOR square footage from building plans
2. Add total square footage
3. Divide Total Square Footage by Lot Size in square feet and multiply result by 100 to calculate % Impervious Coverage
4. Distance from the front finished grade to a point midway between the highest point of the roof and an uninhabited attic floor.
5. Enter all footage distances from structure to property lines and center of road. Ensure that setbacks are shown on site plans.

Building Main \_\_\_\_\_  
Wing A \_\_\_\_\_  
Wing B \_\_\_\_\_  
Paved Parking \_\_\_\_\_  
Paved Driveways \_\_\_\_\_  
Paved Sidewalks \_\_\_\_\_  
Paved Loading Area \_\_\_\_\_  
Other Impervious Area \_\_\_\_\_

Total Square Footage:

% Impervious Coverage:

Building Height:

Center of Road    Rear Lot Line    Left Side Line    Right Side Line

### Proposed Setbacks

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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I represent that this information is current, accurate and complete and that all the work has been completed in accordance with ordinances, regulations, building and health codes. I agree that any information that is determined to be false, or misleading will be subject to fines and penalties set by regulation, code or statute.

Signature: \_\_\_\_\_

OR

Signature: \_\_\_\_\_

I certify that I am the designated agent for this project

Property Owner

# BROOKFIELD ZONING COMMISSION

## DESIGN REVIEW APPROVAL - CHECKLIST

Rev. 8/05

PROJECT ADDRESS:		PROJECT NAME:	
<b>PART I - SITE PLAN REQUIRED DATA per Sect. 242-301 C. (3) (a &amp; b)</b>			
SECT. No.	DATA ITEM	SECT. No.	DATA ITEM
( ) 301C(3)(a)	Key Map	( ) 301C(3)(b) 7a.	Road and Drives, Configuration
( ) 301C(3)(b)	Twelve (12) copies of site plan	( ) 301C(3)(b) 7b.	Road/Drives Profiles
( ) 301C(3)(b)	Scale, not greater than 1"=100'	( ) 301C(3)(b) 7c.	Pavement Cross Section
( ) 301C(3)(b) 1a.	Project Name	( ) 301C(3)(b) 7d.	Walkways, Malls, Paths
( ) 301C(3)(b) 1b.	Developer Name	( ) 301C(3)(b) 7e.	Entranceways & Exits
( ) 301C(3)(b) 1c.	Land Owner of Record	( ) 301C(3)(b) 8a.	Loading & Storage Areas
( ) 301C(3)(b) 1d.	Zoning District	( ) 301C(3)(b) 8b.	Refuse Areas & Screening
( ) 301C(3)(b) 1e.	Permitted Use Identification	( ) 301C(3)(b) 8c.	Machine & Equipment Areas
( ) 301C(3)(b) 1f.	Names, Abutting Property Owners	( ) 301C(3)(b) 8d.	Parking Areas, loc.,dim.
( ) 301C(3)(b) 1g.	Northpoint	( ) 301C(3)(b) 8e.	Total Vehicle Number
( ) 301C(3)(b) 1h.	Scale	( ) 301C(3)(b) 8f.	Curbs, Barriers, Wheel Guards
( ) 301C(3)(b) 1i.	Date of Preparation	( ) 301C(3)(b) 8g.	Dustless Pavement Type
( ) 301C(3)(b) 2a.	Boundary Lines	( ) 301C(3)(b) 8h.	Catch Basins, loc.,dim.
( ) 301C(3)(b) 2b.	Bearings and Distances	( ) 301C(3)(b) 8i.	Culverts & Pipe, loc.,dim.
( ) 301C(3)(b) 2c.	Total Property Area	( ) 301C(3)(b) 8j.	Parking Area Landscaping
( ) 301C(3)(b) 2d.	Easements, purpose,loc.,dim.	( ) 301C(3)(b) 9a.	Open Space, loc.,dim.,type
( ) 301C(3)(b) 2e.	Names, Adjoining Streets	( ) 301C(3)(b) 9b.	Recreational Areas
( ) 301C(3)(b) 2f.	Dimensions, Adjoining Streets	( ) 301C(3)(b) 10a.	Water Supply Plan
( ) 301C(3)(b) 3a.	Buildings & Structures, type,loc.,dim.	( ) 301C(3)(b) 10b.	Sewage Disposal Plan
( ) 301C(3)(b) 3b.	Number of Occupants	( ) 301C(3)(b) 10c.	Reserve Areas, Septic
( ) 301C(3)(b) 3c.	Distances to Property Lines & Buildings	( ) 301C(3)(b) 10d.	Drainage Plan & Calculations
( ) 301C(3)(b) 4a.	Existing Contours @ 2' intervals	( ) 301C(3)(b) 10e.	Electric, Phone, Gas Lines
( ) 301C(3)(b) 4b.	Proposed Contours @ 2' intervals	( ) 301C(3)(b) 10f.	Grades/Elevations, Basins/Piping
( ) 301C(3)(b) 4c.	Watercourses, Wetlands, Soil Types	( ) 301C(3)(b) 11a.	Signs, description, loc., dim.
( ) 301C(3)(b) 4d.	Proposed Site Alterations (fill etc.)	( ) 301C(3)(b) 12a.	Walls/Fences, type,loc.,dim.
( ) 301C(3)(b) 4e.	Unusual Site Features	( ) 301C(3)(b) 12b.	Unique Items, specify
( ) 301C(3)(b) 5a.	Erosion & Sedimentation Plans (ESP)	( ) 301C(3)(b) 13a.	Technical Data per 242-602 A thru K
( ) 301C(3)(b) 5b.	ESP Design & Details	( ) 301C(3)(b) 14a.	Prof. Engr. Seal, > 80,000 sq. ft.
( ) 301C(3)(b) 5c.	ESP Procedures/Measures/Reports	( ) 301C(3)(b) 15a.	Start/Completion Dates
( ) 301C(3)(b) 6a.	Trees & Shrubs, Existing/Proposed	( ) 301C(3)(b) 15b.	Milestone/Schedule
( ) 301C(3)(b) 6b.	Tree/Shrub Names/Type/Size	( ) 301C(3)(b) 15c.	Phases of Construction Shown
( )	other	( ) 301C(3)(b) 16	Natural Diversity Data Base Data
( )	other	( )	other
<b>PART II - ARCHITECTURAL REQUIRED DATA per Sect. 242-301 C. (3)</b>			
SECT. No.	DATA ITEM	SECT. No.	DATA ITEM
( ) 301C(3)(c) 1	Building Elevations & Floor Plans	( ) 301C(3)(c) 5	Screening Details
( ) 301C(3)(c) 2	Color & Texture of Building Material	( ) 301C(3)(c) 6	Sign Details
( ) 301C(3)(c) 3	Facade & Window Details	( ) 301C(3)(c) 7	Lighting Fixture Details
( ) 301C(3)(c) 4	Roofscape Details	( ) 301C(3)(c) 8	Illumination & Intensity Data
<b>PART III - ADDITIONAL REQUIRED DATA per Sect. 242-301 C. (4). See cited Section to determine applicability.</b>			
SECT. No.	DATA ITEM	SECT. No.	DATA ITEM
( ) 501D(2)	Water Retention Plan	( ) 602F(3)(c)	DPH/DPUC Authorization
( ) 502E	Hazardous & Contaminant Materials Control Plan	( ) 602G	Traffic Report
( ) 602C(3)	Wastewater Evaluation Report	( ) 602K	Blasting Plan
( ) 602F(2)	Hydrogeological Report	( ) other	

# BROOKFIELD ZONING COMMISSION

## DESIGN REVIEW CHECKLIST

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### PART IV - APPROVAL CRITERIA, STANDARDS, AND REQUIREMENTS (Industrial & Commercial Applications)

SECTION	ITEM	STANDARD/REQUIREMENT	PROPOSED	COMMENTS
	<b>GENERAL:</b>			
201C	Lot Access	> 50' frontage		
201C	R.O.W. Width	> 50'		
201E	Preexisting Lot, Yes/No	Prior to 6/60		
203C	Zoning Boundary Verified	Yes/No		
203D	Lot in 2 Districts	< 30' Intrusion		
301C	Alteration	< 25% or 2.5K sq ft		
301C	Inland Wetland Approval	Rec'd Yes/No		
301C	Erosion Control Plan	See 242-602 D		
301C	Drainage	Per Town Engineer		
301C	Height, wall and fences	> 6' high		
302	Natural Resources Removal	See 242-302		
303A	Fill Impact	See 242-303 A		
303B	Fill, below structure	See 242-303 B		
303C	Burial of Material	See 242-303 C		
308B	Set Back, Watercourse	25'		
308E	Sight Obstruction, Intersect.	< 3'hgt @ , 20' distance		
308H	Residential Buffer	100' side/rear, 25' front		
309	Nonconforming Status	See 242-309		
501B	Permitted Use	Identify		
501C	Lot Area:	I-80/C=40K sq ft		
501C	Lot Width	I-200/C=150'		
501C	Side Yard	I-50'/C=30'		
501C	Rear Yard	I=50'/C=30'		
501C	Building Height	I=40'/C+30'		
501C	Building Separation	2 stories = 20' , 3 stories = 50'		
501D	Land Coverage	75%		
501D	Water Retention Plan	> 50% coverage, Req'd		
501E	Set Back	100' fm: lot line		
501E	Set Back (no front parking)	50' fm: lot line		
501F	Drive Design	Per Road Ordinance		
501F	Pavement	10"/2" / 1 1/2" / 1 1/2"		
501J(3)(a)	Landscape - Street Buffer	25' buffer w/berm, 1-2.5" + 2-2" trees + 6 shrubs for each 50' of frontage + lawn/ground cover 1-2.5" tree for each 1,500 SF lawn/ground cover		
501J(3)(b)	Landscape -Yards	1-2.5" tree for each 1,500 SF + lawn/ground cover		
501J(3)(c)	Landscape - Bldg. Separation	4 shrubs for each 10' of bldg. Perimeter and 1-3" planter for each 10'		
501J(3)(d)	Landscape - Residential Buffers	lawn/ground covered berm + 4-2.5", 6-2" trees, 24 shrubs, 12-6' evergreen for each 100'		
501J(3)(e)	Landscape - Parking Areas	40% of "gross parking area" end island = 1 ea 2.5" tree; separation strip = 1 ea 2.5"/25"; divider island - 1ea 2.5/25' plus 1 ea shrub 10'; intermediate island = strip> 20 cars, 1 ea 2.5"		
501J(4)	Existing Vegetation	Preserve 12" caliper trees		
501J(5)	Landscape Maintenance	Perpetual, Replacement req'd.		
501J(6)	Landscape Plan	Plant names, location, size + planting instructions		
501J(7)	Steep Slopes	> 1:5, stabilization methods req'd.		

# BROOKFIELD ZONING COMMISSION

## DESIGN REVIEW CHECKLIST

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SECTION	ITEM	STANDARD/REQUIREMENT	PROPOSED	COMMENTS
301C(5)	<b>ENVIRONMENTAL</b>			
301C(5)(b)	Hazardous Material Storage	Case-by-case basis		
301C(5)(c)	Dust	Minimize		
301C(5)(c)	Odor	Not noticeable off premises		
301C(5)(c)	Vibration	Case-by-case basis		
301C(5)	<b>ARCHITECTURAL</b>			
	See 602-I for specific guidelines			
301C(5)(d)	Color	Identify		
301C(5)(d)	Type/Texture of Siding	Identify		
301C(5)(d)	Facade/Window Details	Identify		
301C(5)(d)	Roofscapes	Minimize Appurtenances		
301C(5)(d)	Screening	Mechanical Areas Req'd		
301C(5)(d)	Lighting	See 242-602 B		
301C(5)(d)	Area Compatibility	Req'd		
301C(5)(d)	Preservation of Site Features	Maximize		
301C(5)(d)	Landscaping, F'n'dn plants	Req'd		
301C(5)(d)	Overall Appearance	Case-by-case basis		
301C(5)(d)	Property Values	No lessening impact		
	<b>PARKING</b>			
305C(1)	Parking Space Size	9' x 20' min. 10' x 20' for shopping cart area		
305C(1)	Pavement Type	Dustless		
305C(1)	Pavement Markings	Req'd		
305C(2)	Off-Site Parking	< 250' fm: building		
305C(3)	Ingress/Egress	Defined Drive Req'd		
305C(4)	Aisles	24' @ 90 deg - 14' @ parallel		
305C(5)	Drive Width	22'		
305C(6)	Set Back, road pavement	20'		
305C(6)	Set Back, building	10'		
305C(7)	Walkways	Commission Option		
305C(8)	Curbing, perimeter	6"		
305C(9)	Set Back, Intersection	75'		
305C(10)	Lighting	See 242-602 B		
305D	Parking Space Calculation	See 242-305 D		
305E	Trailers, Construction	Water/Septic Req'd		
305E	Trailer, Mail Storage	60 Day Permit		
305F	Parking Schedule	See list @ 242-305 F		
305G	Loading Areas	400sf/15,000sf + 400sf/30,000sf		
305H	Landscaping	See 242-501 J for standards		
502	<b>AQUIFER PROTECTION</b>			
502D	Prohibited Uses:	Salt, Hazardous/toxic mat'l mfg/use/storage/disposal, landfills, metalworking, publishing & reproduction services Truck terminals, service stations, industrial wastes, Contractor's yard, Auto/boat sales & repair		
502F	Required Application Data	See 242-503 D		
502G	Design Standards:	Storm/waste water, floor drains, storage/use/generation of hazmat, waste storage, pesticides, monitoring Compliance Req'd.		
502E	Hazardous/Contaminant Material Control Plan	Req'd, Pro Forma plan avail from: Land Use Office		
503	<b>FLOOD PLAIN</b>			
503B	Mean Floor Elevation	Identify		
503B	Lowest Floor Elevation	Identify		
503E	Fill	See 242-302 C		
503	Other Requirements	See 242-503		

**BROOKFIELD ZONING COMMISSION**

**DESIGN REVIEW CHECKLIST**

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SECTION	ITEM	STANDARD/REQUIREMENT	PROPOSED	COMMENTS
<b>PERFORMANCE STANDARDS</b>				
602A	<b>NOISE</b>			
602A(2)	Ind'l DbA	Day=65, Night=55		
602A(2)	Comm'l DbA	Day=60, Night=50		
602A	Resd'l DbA	Day=55, Nigh5=45		
602B	<b>LIGHTING</b>			
602B(2)(a)	Light Source/Visibility	None @ Property Line		
602B(2)(c)	Upward Angle	Confined to Bldg. elevations.		
602B(2)(d)	Signs, flashing, animated	No permitted		
602B(2)(h)	Max. Light Pole height	20'		
602B(2)(i)	Allowable type light fixtures	See Figure 602 B-1		
602B(2)(j)	Foot Candles	< 1/C=1.0, R=.5		
602B(2)(j)	Parking surface - range	1.0 fc. to 4.0 fc.		
602B(2)(j)	Building entry - range	5.0 fc. - 10.0 fc.		
602B(2)(l)	Recreational lighting	Max. pole height = 70'		
602C	<b>WASTEWATER</b>			
602C	Sewer, municipal	WPCA Approval Req'd		
602C(2)	Soil Map Data	Req'd		
602C(3)	Test Hole Analysis	Req'd		
602C(4)	Discharge Rates	Table I		
602C(6)	Loading Rates	Table II		
602D	<b>EROSION/SEDIMENT PLAN - See 242-602D</b>			
602E	<b>WOODCUTTING</b>	See 242-602F		
602F	<b>WATERSUPPLY</b>			
602F(2)	Hydrogeological Report	> 2,000 gpd		
602F(3)(a)	Water Source	on site/other		
602F(3)(b)	Demand/Availability	In Balance		
602F(3)(c)	DPUC/DHS Certificate	>25 persons, 15 connections		
602F(3)(d)	Stand-By Well	> 2,500 gpd		
602F(3)(e)	Yield	2 x avg daily demand		
602F(3)(f)	Demand, drought period	> Available Supply		
602F(3)(g)	Recharge Provisions	Maximize		
602F(3)(h)	Yield Tests	36hr/10gpm, 72hr/50gpm		
602F(3)(i)	Long Term Supply Red'n	Not Permitted		
602F(3)(j)	Conservation Plan	> 5,000 gpd		
602F(3)(k)	Process Water	< 5,000 gpd		
602F(3)(l)	Location, well sites	Contamination Proof		
602F(3)(m)	Construction Start	DH app'1 of well yield		
602F(4)	Water Monitoring Program	Case-by-case basis		
602G	<b>TRAFFIC</b>			
602G(2)	Traffic Report	> 50 spaces/100 TPD		
602G(3)(a&f)	Access/Circulation	Avoid Queing		
602G(3)(b)	Access by Resd'l Street	Avoid		
602G(3)(c)	Access on 2 streets	Use lesser Impact Street		
602G(3)(d)	Street Capacity	Adequate, by calculation		
602G(3)(e)	Turn Lane Controls	Case-by-case basis		
602G(3)(g)	Grade/Alignment/Sight Line	Good Engineering Practice		
602G(3)(h)	Curb Cuts	Minimize		
602G(3)(i)	Emergency Access	Req'd		
602G(3)(i)	Interconnecting Drives	Case-by-case basis		
602G(3)(i)	Driveway Width	< 30'		
602G(3)(j)	Shoulder Improvement	Case-by-case basis		
602G(3)(l)	Level of Service	< Level "D"		
602H	<b>FIRE PROTECTION</b>			
	Municipal type water supply	YES/NO		
602H(2)	Storage Tank, or:	30,000 gallons		
602H(2)	Other Supply, or	30,000 gallons		
602H(2)	Sprinkler	Option		
602H(3)	Locations	Per Fire Marshal		
602H(3)	Fixturing	Per Fire Marshal		
602H(3)	Alarm/Key Box	Case-by-case basis		

## DESIGN REVIEW CHECKLIST

## PART V - STIPULATIONS

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Notes: \_\_\_\_\_

# REMINDER

Each application for design review approval which includes any proposed public or community water company serving twenty-five (25) or more people or having fifteen (15) or more service connections shall be accompanied by correspondence from the State Department of Public Utility Control (DPUC) which shall authorize an applicant to proceed with its proposed water development program. Such correspondence shall be acceptable to the Commission as to form and content. *[amended 9/20/90]*

**For more information, please refer to the Brookfield Zoning Regulations.**

**Land Use Standards & Design Criteria**

**Water Supply – § 242-602F**



**Brookfield Volunteer Fire Company, Inc.**  
**Water Source/Site Plan Review Committee**

***Fire Suppression Pond Specifications, Requirements, and Maintenance Guidelines***

***(In Lieu of a Poured In Place Concrete Fire Suppression Tank)***

1. Pond capacity calculations must be shown on Engineer Stamped plans.
2. Calculations must take into consideration 18 inches of ice on top of the pond and the fact that the strainer inlet will be 3 feet above the bottom of the pond.
3. Fire suppression pond specifications do not allow for construction in a moving body of water.
4. The strainer must flow 1,500 GPM with negligible loss (8" in diameter). It shall draw from sides and below, but not from above.
5. Strainer specifications must be included on Engineered Stamped plans.
6. The Town of Brookfield and the Brookfield Volunteer Fire Company, Inc shall have easement rights to the water storage system for the purpose of validating water level and that the system is functional.
7. Paved access to the hydrant must be at least 12 feet wide and meet town road specifications.
8. The distance from the water's edge to the hydrant shall not exceed 200 feet.
9. The contiguous length of pipe, from strainer to hydrant shall not exceed 250 feet.
10. All pipe shall be 8 inches in diameter, schedule-80, and use no angles greater than 45 degrees.
11. The strainer will be installed at least 3 feet off of the bottom of the pond.
12. Hydrant piping must be 8 inch PVC, Schedule-80, with a 6-inch male fire thread cap.
13. Pipe at the water's edge needs to be 42 inches below finished grade. In addition, the entire length of pipe, that contains water, must be below the frost line.
14. A reflective "NO PARKING FIRE HYDRANT" sign shall be installed near and just behind the working end of the hydrant, and be 5 feet above finished grade.
15. Hydrants located in parking areas shall not have parking spaces in front of them and shall have 15 feet clearance on either side of the hydrant to facilitate fire truck access.
16. The hydrant shall be painted high visibility yellow with a red hydrant cap.
17. Pipes should be supported at all joints and at least every 20 feet in the pond.
18. A marker must be installed at the strainer and extended to the surface of the pond to indicate strainer location.
19. The hydrant drafting connection shall face the roadway, be no less than 24 inches above, and more than 30 inches, on center, above finished road grade, and be 8 feet from the roadway.
20. The hydrant must be at least 65 feet from any structure and in a location that is approved by the Brookfield Volunteer Fire Company, Inc.
21. The maximum lift, the height differential between the strainer and the center of the horizontal hydrant outlet, shall not exceed 14 feet.
  - a. Strainer and hydrant outlet
    - i. Under 10' lift can go 250 feet
    - ii. 10' can not exceed 200 total feet in length
    - iii. 12' can not exceed 160 total feet in length
    - iv. 14' can not exceed 80 total feet in length
  - b. Strainer and center of hydrant out.
22. The Water Source/Site Plan Review Committee and/or the Town Building Inspector shall make fire tank inspections. Forty-eight hour notice must be provided to inspectors prior to inspections. Inspections will be conducted at:
  - a. During Dredging
  - b. All plumbing prior to backfill
  - c. Backfill
  - d. Acceptance test
23. All requests for inspections shall be made through the Land Use Office.
24. As-built plans are to be submitted to the Water Source/Site Plan Review Committee before final inspection.
25. The acceptance test will be conducted when the following conditions are met:

**TOWN OF BROOKFIELD  
ZONING REGULATIONS**

**General Provisions  
Design Review - § 242-301C**

**(9) Performance bonds:**

When, in the sole determination of the Commission, it is necessary to protect the public health, safety, convenience and property values, the Commission may require the filing of a performance bond in accordance with §242-705A for the faithful completion of the entire project, or any portion thereof, in accordance with its approval cited in Sub-section C(7) above. The performance bond, in favor of the Town of Brookfield, shall be in an amount and of such form acceptable to the Commission. Said bond shall be posted with the Town of Brookfield. No site work excavation or construction shall commence until such bond is filed. Failure to provide the required bond will be sufficient grounds for the Commission to withhold or revoke approval of the proposed project. The satisfactory passing of a final zoning inspection and the issuance of a Zoning Compliance Certificate shall be a prerequisite for final release of any performance bond amount. A performance bond is required in connection with the approval of a major shopping center. The applicant shall provide the Commission with detailed estimates of the portions of the project to be bonded to assist the Commission in setting the amount of the bond. The amount of such bond shall cover the costs of improvements to be made by the developer and dedicated to the municipality for public use or those proposed improvements affecting public use, such as roads and sewage disposal facilities. *[amended 9/20/76, 8/28/78, 5/21/79]*

**(10) Appeal: *[added eff. 2/1/07]***

Final decisions made by the Commission on an application for Special Permit- Design Review Approval in accordance with this section, 242-301 C shall be appealed directly to the Superior Court in accordance with Connecticut General Statutes Section 8-8, as amended.

**(11) Digital Map Submission: *[added eff. 3/15/06]***

Prior to issuance of a final Certificate of Zoning Compliance, any "as-built" survey must be submitted in both paper & electronic format for all buildings constructed pursuant to a Design Review, Design Review Approval Modification involving building footprint changes, lot line changes, residential new construction or alterations with footprint changes within 10% of the minimum setbacks, and any activity permitted as a result of a variance granted by the Zoning Board of Appeals. The electronic format shall be for purposes of updating the Town's Geographic Information System (GIS) and shall meet the following criteria:

1. Drawings shall be on a compact disk (CD).
2. Electronics shall be in a format as prescribed by Town's GIS coordinator.
3. A certification letter stating that the electronic drawing is a copy of the survey map that was presented to the Zoning Enforcement Officer shall accompany electronic drawings. A land surveyor licensed by the State of Connecticut shall certify the letter.